Master Listing of Essential and Non-Essential employees

Per MCPR Section 15-6(c)(2), the office of Human Resources is maintaining a county-wide listing of essential employees within the Oracle Employee Assignment module in collaboration with each department's HR Liaison. Essential employees are defined as employees designated in an occupational class who must report to work during a period of liberal leave and general emergencies.

Employees designated as essential will receive premium pay (double pay) for hours worked during the period of general emergency and receive regular pay for hours worked during periods of liberal leave. It is the department's responsibility to notify employees if they are designated as essential employees.

To find a list of current essential employees, please refer to the Business Intelligence Assignment Dashboard. The list of essential employees is under the fourth tab.

Assignment by Department

The Assignment by Department Dashboard provides incumbent (employee) data related to: active assignments including name, salary, bargaining unit, position number, employee categories (FT-PT; Perm-Temp; Merit/Non-Merit; etc.), grade, bargaining unit, home address, work location, and several other employee attributes. Reports are also included for: Supervisors and the assignments that report to them; Essential Personnel; and Retirement Plans for the employees. The Dashboard is restricted to HR Liaisons and only allows a User to view Active Assignments for their department.

Questions on this matter may be referred to Mohamed Salem, Human Resources Analyst at 240-777-5198 or by email at mohamed.salem@montgomerycountymd.gov